



Jordan Applied Technology Center
 Mr. Jason Skidmore, Principal
 9301 So. Wights Fort Road
 West Jordan, Utah 84088
 801-256-5900

Work Experience Documentation

Student Name: _____

Work Site: _____

Address: _____

Telephone: _____

Program: _____

Instructor: _____

To the Employer: Please confirm that this student has been employed for three months or longer. Include a copy of the employee's evaluation or complete the following appraisal.

Category	4	3	2	1	
Dependability					Attendance, punctuality, reliability in meeting commitments
Interpersonal Skills					Ability to get along with others, tactful, courteous, contributes to team effort
Appearance					Dress and grooming appropriate for business
Work Ethic					Motivation and energy for self improvement, enthusiasm, pride in work, willingness to learn
Quality of Work					Accurate, error free work
Comments:					

Rating Scale: 4=Excellent 3=Good 4= Fair 1=Poor

 Printed Name of Supervisor

 Signature of Supervisor

 Date